

# FY2020 CMHC

Department Periodic Reports

# Department Periodic Report (DPR)

- Department Periodic Reports are due periodically throughout the fiscal year to report how funds/services disclosed at Plan & Budget have been utilized
- DPR information and forms can be accessed at <http://dbhdid.ky.gov/cmhc/dpr.aspx>
- DPR Submissions use the same web-based access through the Central Login system that was used in submitting Plan & Budget
- Reports due throughout the fiscal year are available through your Regional Reports, accessible through the Central Login system



DPR information including instructions and forms can be accessed at <http://dbhdid.ky.gov/cmhc/dpr.aspx>

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**KENTUCKY**  
CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR BEHAVIORAL HEALTH,  
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

■ CHFS Home | Departments/Agencies  
■ **Community Mental Health Centers**

**DBHDID Home Page**  
**24-Hour Crisis Numbers**  
[Crisis Lines by County](#)  
[Suicide Prevention Hotline](#)  
**Report Suspected Abuse, Neglect and Exploitation**  
[Adult Abuse](#)  
[Child Abuse](#)  
**Programs and Services**  
[Behavioral Health](#)  
[Developmental and Intellectual Disabilities](#)  
[Program Integrity](#)  
**Community Mental Health Centers**  
**Facilities**  
**Commissions, Councils and Committees**  
**Commonwealth Council on Developmental Disabilities**  
**Provider Directory**  
**Site Index**

**Community Mental Health Centers**

**Department Periodic Reports Information  
FY 2020**

**General Information**

- [CMHC Data Implementation Guide \(includes Data Dictionary\)](#)
- [Department Periodic Reports Processing Instructions](#)
- [FAQ](#)
- [Fidelity Measurement Tools](#)
- [Forms Library](#)
- [Outcome Information System Requirements](#)
- [Performance Indicator Implementation Guide](#)
- [Sliding Fee Scale](#)
- [Vision, Mission and Values Statement](#)

**Instructions and Objectives**

**Developmental and Intellectual Disabilities**

**Instructions**

- [140A-DID Financial Implementation Report Instructions](#)
- [DDID Crisis Service Definitions](#)
- [Emergency Services Instructions and Objectives](#)

**Mental Health**

**Instructions**

- [117A-MH Financial Planning and Implementation Report Instructions](#)

**Contact Information**

275 E. Main Street 4CD  
Frankfort, KY 40621  
Phone: (502) 564-4527  
Fax: (502) 564-5478  
Hours: Monday-Friday  
8:00 am-4:30 pm ET

[Crisis Lines by County](#)  
[Suicide Prevention Hotline](#)  
[Contact Us](#)

**Related Links**

[Calendar of Events](#)  
[Provider Directory](#)  
[Center Locations](#)  
[Contact Info by County](#)  
[Contract Reference Documents](#)  
[Data Reports](#)  
[Data Set Information](#)  
[Plan and Budget Information](#)  
[Quality Management and Outcomes Team](#)  
[KRS Chapter 210](#)

# DPR Submission Summary

To upload your DPR, you will need to go into the Central Login at <https://dbhdid.ky.gov/Login/Secure/Login.aspx>.

Once you are logged in, click on the “DPR Submission-Region #” role, which will take you directly to the Department Periodic Reports File Submission page. You will select the Division, Form, Due Date (if necessary), Program (if necessary), and Service (if necessary), using the drop down boxes, then click "Browse" to select the file you want to submit from your computer. Once the appropriate file is selected, click the "Submit" button. Repeat these steps for all of your DPR submissions.

# DPR Submission Process

**DBHID Central Login**

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

**Note that you are allowed five unsuccessful attempts to log in, then your account will be locked and must be unlocked by an administrator.** If you have tried to log three times unsuccessfully, you should recover your password before trying again.

On your first visit, you must click the "Recover Password" link on the left navigation bar and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

**The Central Login application requires that you change your password every 90 days.** Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

**Log In**

Username:

Password:

CMHC employee will access the Central Login at <https://dbhdid.ky.gov/Login/Secure/Login.aspx> using assigned username and password.

Once you are logged in, go to your DPR Submission-Region # role and click to access.

Role(s)
<a href="#">Department Administrator</a>
<a href="#">Department Reports</a>
<a href="#">DPR Approval - AFM</a>
<a href="#">DPR Submission - Region 01</a>
<a href="#">DPR Submission - Region 06</a>
<a href="#">Reports and Upload -Region 06</a>

# DPR Submission Process continued.....

**Department Periodic Reports File Submission**

[Access Page](#)

[Log out](#)

**Please select division, form, program, service, browse to the file you are going to submit and click Submit.**

*When a form is selected, a dropdown list with due date information will appear for most of the forms with multiple due dates. There is no dropdown list if a form only has one due dates, such as 013, 014, 015, 016, 175.*

**User:** Maria Browning

**Region:** 06

**Select Division:** Behavioral Health Services ▼ \*

**Select Form:** 214-ECMH Project Budget and Financial Report ▼ \* Q1 ▼

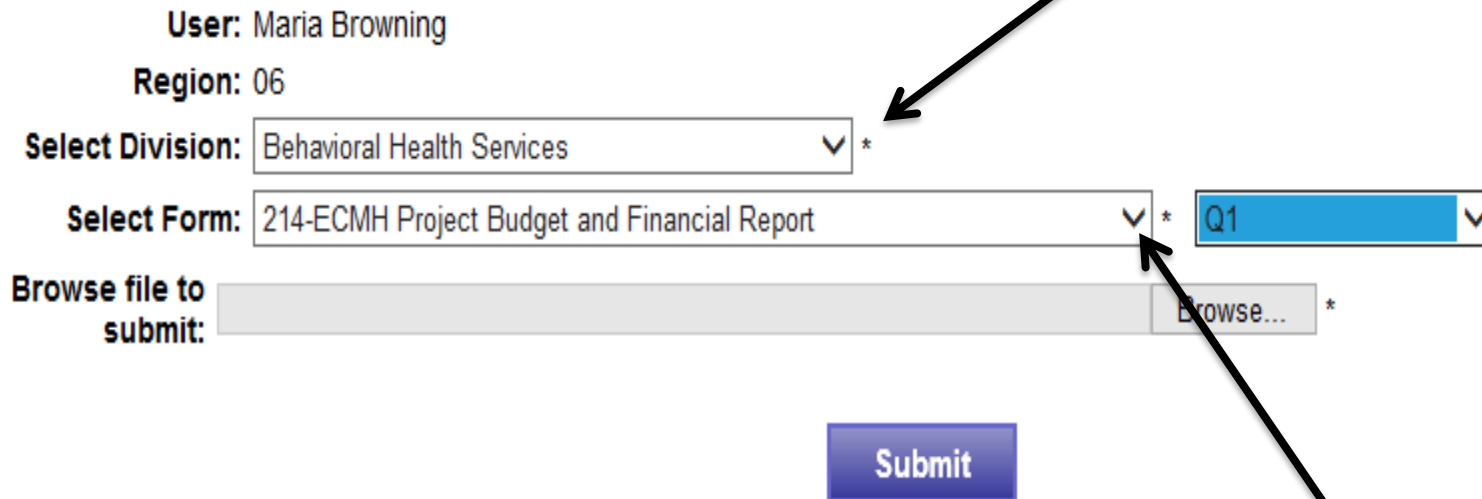
**Browse file to submit:**  Browse... \*

**Submit**

The Department Periodic Reports File Submission page opens up. Please verify that you are in this environment when you submit your DPR.

# DPR Submission Process continued.....

Select the division for which the DPR is located



The screenshot shows a web form for DPR submission. At the top, it displays 'User: Maria Browning' and 'Region: 06'. Below these are two dropdown menus: 'Select Division:' with 'Behavioral Health Services' selected, and 'Select Form:' with '214-ECMH Project Budget and Financial Report' selected. To the right of the 'Select Form' dropdown is another dropdown menu showing 'Q1'. Below these is a file upload section labeled 'Browse file to submit:' with a text input field and a 'Browse...' button. At the bottom center is a blue 'Submit' button. Two black arrows are overlaid on the form: one points to the 'Select Division' dropdown, and the other points to the 'Select Form' dropdown.

User: Maria Browning  
Region: 06  
Select Division: Behavioral Health Services \*  
Select Form: 214-ECMH Project Budget and Financial Report \* Q1  
Browse file to submit:  Browse... \*  
Submit

Select the report you want to submit from the drop down menu

# DPR Submission Process continued....

Using the drop down boxes you will select the Division, Form, Due Date (if necessary), Program (if necessary) and Service (if necessary). You will then click "Browse" and select the file you want to submit. Once your file is selected, you can click the "Submit" button. These steps can be repeated for all of your DPR submissions.

A feature includes a selection of due date format. If a form has multiple due dates, a Due Date dropdown list will appear. Options include Q1 (equivalent to 10/31/19), Q2 (equivalent to 1/31/20), Q3 (equivalent to 4/30/20), Q4 (equivalent to 7/31/20), semi-annual Jan (equivalent to 1/31/20) and semi-annual July (equivalent to 7/31/20) for most forms. A form will not have a due date option if only a single due date exists for that form.

\*\*\*Form 012 will have monthly options depending on the month the data is due (i.e. data is for the month of August and due September so I would select September from the drop down menu). \*\*\*



# DPR Submission Process continued.....

User: Maria Browning  
Region: 06

Select Division: Administration & Financial Mgmt. ▼ \*

Select Form: 101-Project Budget and Financial Report ▼ \*    Semi-annual Jan ▼

Select Service: Community Medication Program ▼ \*

Browse file to submit:  Browse... \*

Note: It may be necessary to select the submission timeframe for which the form applies

It may be necessary to select a program and/or service for which the report is for from each drop down menu

# DPR Submission Process continued.....

Click Browse to find the appropriate file you want  
to select for submission

User: Maria Browning  
Region: 06  
Select Division: Administration & Financial Mgmt. \*  
Select Form: 101-Project Budget and Financial Report \* Semi-annual Jan \*  
Select Service: Community Medication Program \*  
Browse file to submit: C:\Users\Maria.Browning\Desktop\101-Community Medications PBFR.xlsx Browse... \*

Submit

Once the appropriate file is selected, click the submit button

# Revised/Modified DPR Submissions

Any revision/modification to a DPR after an initial DPR submission has been completed, can now be resubmitted through the system **if submitted on a different day than the most recent submission**. The new system attaches the submission date onto the document title and prevents over-write of the previous submission and original submission date. Maria and Jennifer can still manually upload revised submissions to the appropriate folder, if needed, for same day revisions.

# CMHC Reports Due

**DBHDD Central Login**

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

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Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

**Log In**

Username:

Password:

CMHC employee will access the Central Login at <https://dbhddid.ky.gov/Login/Secure/Login.aspx> using assigned username and password.

Once you are logged in, go to your Reports and Upload-Region # role and click to access.

Role(s)
<a href="#">Department Administrator</a>
<a href="#">Department Reports</a>
<a href="#">DPR Approval - AFM</a>
<a href="#">DPR Submission - Region 01</a>
<a href="#">DPR Submission - Region 06</a>
<a href="#">Reports and Upload -Region 06</a>

### Utilities

- [Add, Delete or Update Provider Site](#)
- [File Management](#)
- [Program Resources](#)

### Data Reports

- [Standard - Monitoring, Analysis & Reporting Tool \(S-MART\)](#)

### View Reports

To view a report, select its name from a dropdown list below, and the report will open in a new tab. **Please use the newest browser version (Internet Explorer 10 contemporary or newer).**

#### Block Grants and Other Performance Indicators

Select a report ▼

#### CMHC Contract Compliance Reports

Select a report ▼

#### CSU/BPRS Reports

Select a report ▼

#### Multnomah/MCAS Reports

Select a report ▼

#### Reports

Department Periodic Reports, 2019 Master List ▼

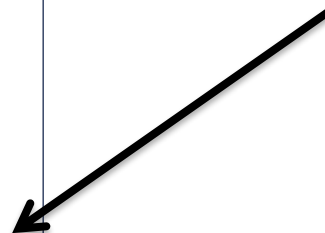
#### Reports (All Regions)

Select a report ▼

### Download Reports

CMHC Reports Due  
continued.....

Select the Department Periodic  
Reports, 2020 Master List from the  
Drop down menu (or the fiscal year  
for the reports you wish to view)



# CMHC Reports Due continued.....

The list opens up and you can view which reports are due from which division areas, if they've been received and/or approved

Find... 12 of 15 100%

**Group Tree**

- Administration & Financial Mgmt.
- Behavioral Health Services
- Intellectual Disabilities
- Substance Abuse

**Main Report**

Department for Substance Abuse

Region	Division	Program
SA	Substance Abuse	Send Form/Report to - Kate Wagoner
		AUG SEPT OCT NOV
	Due -	2018-10-31
	Received -	2018-10-29
	Approved -	2018-11-02
SA	Substance Abuse	Send Form/Report to - Michelle Kilgore
		AUG SEPT OCT NOV
	Due -	2019-10-31
	Received -	2018-10-29
	Approved -	2018-11-29
SA	Substance Abuse	Send Form/Report to - Michele Blevins
		AUG SEPT OCT NOV
	Due -	2018-10-31
	Received -	2018-10-24
	Approved -	2018-11-01
SA	Substance Abuse Prevention	Send Form/Report to - Patti Clark
		AUG SEPT OCT NOV

# Contacts

If you need additional assistance during the DPR submission process, please contact us at BHDID:

Maria Browning	Jennifer Moore
<a href="mailto:Maria.Browning@ky.gov">Maria.Browning@ky.gov</a>	<a href="mailto:JenniferC.Moore@ky.gov">JenniferC.Moore@ky.gov</a>
(502) 782-6112	(502) 782-6117